



COURT OF QUEEN'S BENCH FOR
SASKATCHEWAN

ADMINISTRATIVE NOTICE

Correspondence Addressed to Judges related to proceedings before the Court and Filing letters and documents in a proceeding

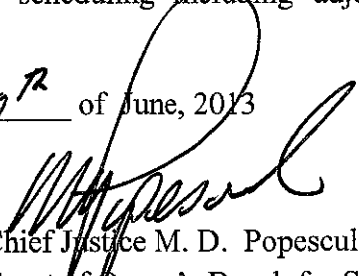
This Administrative Notice is to remind members of the Legal Profession and persons who represent themselves in proceedings before the court that it is not appropriate to correspond or attempt to correspond directly with a Judge that relates to a proceeding before the Court.

Where it is appropriate to make a submission to or contact the Court or Judge related to a proceeding before the Court, the letter, email or phone call should be addressed and/or directed to the Local Registrar, unless a Judge specifically grants permission to allow direct contact.

Generally submissions to or contact with the Court related to proceedings before it are to be made in accordance with the Rules of Court in the prescribed form. Therefore letters and documents should not be presented for filing on the Court file except where the letter is addressed to the Local Registrar and is submitted in the following circumstances:

1. The correspondence does no more than provide a case citation and a copy has been sent to the other side;
2. The Judge has requested further information or submissions and the request has been endorsed on the file;
3. The correspondence is attached to an Affidavit that is filed with the court as part of an Application in accordance with the Rules of Court
4. The correspondence is filed to give notice or make a request referenced in the Rules of Court where no form is otherwise prescribed. For example a request for a case conference pursuant to section 4-4 of the Rules of Court.
5. The correspondence only relates to scheduling including adjournments or cancellation of proceedings.

This Administrative Notice is issued this 20th of June, 2013


Chief Justice M. D. Popescul
Court of Queen's Bench for Saskatchewan